



MICROSOFT OF CLINTON TOWNSHIP

BAKER BULLETIN

FALL 2011, ISSUE 3

NOVEMBER 28-DECEMBER 10, 2011

CAMPUS DIVERSITY COMMITTEE FACULTY FOCUS

BORN IN INDIA—MADE IN AMERICA!

Dr. Zohra Gideon, Department Chair of Human Service

I believe I was different from the very start. My mother was a Bengali Brahmin and my father was Christian. My childhood was spent equally in India and England. People in my generation grew up quite “schizophrenic.” Very anti-British and yet educated and soaked in their culture, poetry and their ways! Coming from a prominent family in a caste-bound society keeps you isolated and very protected. Until I realized it was all an accident of birth really, and that there were a lot of people, beautiful, brilliant, who could not realize their potential in education and quality of life because of this accident of birth. This is what gave me my direction and passion in life. I wanted to be part of the helping process and the helping profession to help people reach their goals and potential.

Coming to America was not easy. My father wanted me to study in England but I came to America with a full scholarship, a dream job in the library and \$5.00 in my pocket, all that my country would allow us to take out of India. Being a student was all I dreamed it would be – I had FUN. Being in the workforce was different. I realized I became what I saw reflected in other people’s eyes, but in time I became adept at realizing in America people didn’t care about your family, they cared about your work performance, and eventually it didn’t matter about barriers that made no sense. I gave myself the three A’s that mattered – APPROVAL, ATTENTION AND ACCEPTANCE. Here I am all these years later, a PH.D with a grand career, the love of my life by my side, who by the way is “drop-dead gorgeous” for close to forty years.

“American Made” and Proud to be so.



All of 19 years old—the process begins.

**Baker College Diversity Committee will be presenting spotlight features on some of the members of our faculty, many of whom came to the U.S. from other countries.*

DEPARTMENT HOURS

Academic Office (main campus)

Monday-Friday 7:30 am — 8:30 pm
 Saturday 8:00 am — 1:00 pm
 (586) 790-9587

Academic Office (Tech Center)

Monday-Friday 8:00 am — 10:00 pm
 Saturday 8:00 am — 5:00 pm
 (586) 790-9707

Bookstore

Monday 8:00 am — 8:30 pm
 Tuesday-Friday 8:00 am — 6:30 pm
 Saturday 8:30 am — 1:00 pm
 (586) 790-9593

Business Office

Monday 8:00 am — 8:30 pm
 Tuesday-Friday 8:00 am — 6:00 pm
 (586) 790-9681

Campus Safety

Monday-Friday 7:00am — 10:00pm
 Saturday 8:00am — 5:00pm
 (586) 790-9409

Career Services

Monday/Tuesday/Thursday/Friday
 8:00 am — 6:00 pm
 Wednesday 8:00 am — 8:30 pm
 (586) 790-9165

Faculty Office (main campus)

Monday-Friday 7:30am — 10:00pm
 Saturday 8:00 am — 5:00 pm
 (586) 790-9430

Financial Aid

Monday 8:00 am — 8:30 pm
 Tuesday-Thursday
 8:00 am — 6:00 pm
 Friday 9:00 am — 6:00 pm
 (586) 790-2810

Goody's Café (main campus)

Monday-Friday 8:30 am — 8:30 pm
 Saturday 8:30 am — 1:00 pm

Goody's Café (Corporate Services Building)

Monday-Thursday 8:30 am — 8:30 pm
 Closed Friday & Saturday

Learning Support Services

Monday-Thursday 8:00am — 8:30 pm
 Friday 8:00 am — 7:30 pm
 Saturday 8:00 am — 4:00 pm
 (586) 790-9697

Library

Monday-Thursday 8:30 am — 9:00 pm
 Friday 8:30 am — 8:00 pm
 Saturday 8:30 am — 4:00 pm
 (586) 790-9584

Nursing Faculty Office

Monday-Thursday 8:00am — 6:00pm
 Friday 8:00am — 5:00pm
 (586) 790-2837

Student Shop (Tech Center)

Monday-Friday 9:30am — 2pm &
 3:00pm — 6:30pm
 Saturday 8:30am — 1pm
 (586) 790-9181

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BAKER BULLETIN IS PUBLISHED NINE TIMES PER ACADEMIC YEAR— WEEKS 1, 5, AND 9 OF FALL, WINTER, AND SPRING QUARTERS

IMPORTANT DATES:

- DECEMBER 10— QUARTER ENDS
- DECEMBER 23-26— COLLEGE CLOSED
- DECEMBER 30- JANUARY 2— COLLEGE CLOSED
- JANUARY 9— WINTER QUARTER STARTS

MESSAGE FROM THE PRESIDENT

On behalf of our Baker College family, we truly hope you had a wonderful Thanksgiving week break. As you may know, we have two more weeks to go in this quarter and I hope this message finds you well rested, organized, and ready to finish this quarter.

There are a number of things you should be considering at this time. Work hard to organize your time using assignment type notebooks or even planners. Save all your returned work including quizzes and tests, and do not be afraid to develop study groups. Try not to overextend yourself; prioritize so that your major projects and research papers are done and finalized. Try to find some time to review your notes as you prepare for your final exams. Finally, make sure you have registered for the Winter Quarter. At this time we have 95% of our student body registered and shortly we will be bringing in new students during the month of December. I hope you take advantage of being able to register early. If you need help, we have people waiting and willing to help in the Academic Office.



Don Torline, President
don.torline@baker.edu

I want to thank you for choosing Baker College for your career educational needs. We have a wonderful faculty and staff that work extremely hard to help you accomplish your career dreams. As you go into the quarter break, I hope that you take some time and realize how “special” you are. You are doing something that will help you to a better life. Take care and be safe, see you back to campus for the start of classes, January 9, 2012.

FEATURED STUDENT KIM WILTON



High School Attended: Fraser High School
Program at Baker: Early Childhood Education

- What do you like best about your program?
Learning how to help children
- What has been your favorite class at Baker so far?
ECE classes with Rhonda Meyer
- What advice would you give your fellow students about being successful in college?
Ask for help, it is what the teachers and staff are here for
- What are you most looking forward to about your future career?
Watching children learn and grow, playing with the children
- How do you handle the stress of being a student?
One moment at a time, otherwise it gets too overwhelming
- What’s the toughest class you’ve taken at Baker?
Math and American Lit
- What do you do when you’re not studying?
Spend time with my daughter, my fiance’ and his family
- What are the most played songs on your CD player or MP3 player (or what is your favorite board game or computer game)?
My fiancee’ and I get out board games and card games whenever we can, we love Texas Hold ‘Em
- Baker College... *is a wonderful school that I have found to very helpful with more to offer then just classes. The staff and teachers really do go out of their way to do what they can for the students*

ACADEMICS

ATTENTION PRE-NURSING STUDENTS

For the pre-nursing students who will be completing their pre-requisite courses in the Fall 2011 term or prior and wish to start the Professional Track in Spring 2012, please mark your calendars:

Application Pick-up & Drop-off:

Thursday, December 1 - Thursday, December 29, 2011

Visit the Nursing Faculty Office with your Student ID to pick-up & drop-off your application. The office will be open Monday through Thursday from 8:00 a.m. to 6:00 p.m. and Friday from 8:00 a.m. to 5:00 p.m. until December 9, 2011. After December 9, 2011 the office hours will be Monday through Friday from 8:00 a.m. to 5:00 p.m. (Please note that the campus is closed Friday, December 23; Monday, December 26 and Friday, December 30 for the Holidays).

Please call the Nursing Faculty Office at (586) 790-2837 if you have any questions.

RADIOLOGIC TECHNOLOGY PROGRAM

Students who are interested in applying to the Radiologic Technology Program for Fall 2012 must have their step plan updated to the 2011 version and complete the **HESI A2 exam** this year in order to be eligible to apply.

Sign up: Exam sign up will be held May 7th -14th 2012 Monday-Friday during normal business hours at the Faculty Workroom reception desk.

When: The Radiography HESI A2 exam will be held during Spring Quarter
The tentative dates are: **May 23rd and May 28th** 2012: 10AM-12PM **OR** 2-4PM

The study guide for the HESI 2nd Edition is available in the campus bookstore. The HESI exam is a basic assessment test which has eight modules, but you will only need to complete two of them. The required modules include anatomy and physiology and math. You will receive your score when you finish the exam. **Application packets for Fall 2012** – Students may pick up their formal program application during the HESI exam sign up period (only). If you have already taken the HESI exam you should pick up your application during the HESI sign up period at the Faculty workroom reception desk. *Note Students may only sit for this exam once each application cycle (year). The score received can be used for up to 2yrs. ***Note** All students must complete all prerequisite courses by the end of Spring Quarter for the year that they are applying as stated in the **2011 Health Science Catalog Supplement** in order to be eligible to apply. * **SCI 211 Pathophysiology is the only prerequisite course that can be completed in the summer 2012 semester.** If you have any questions related to the program please refer to the 2011 **Health Science Catalog Supplement or contact the Program Director.** ***Note All application materials** must be returned by **June 21, 2012 during regular business hours** to the Faculty Workroom reception desk at the Clinton Township Main Campus. **We cannot accept late packets after the June 21st 4:00PM deadline.** (Incomplete applications will not be accepted and will forfeit acceptance into the program.

Please call (586) 790- 9401 Jufauri Ely (Program Director) for more information.

BOOKSTORE

SCANTRONS AVAILABLE

Need Scantrons in a pinch? Vending machines in the Little Mack Student Center in Hallway B and the Tech Center Student Center sell them for \$1.25 per six pack. Scantrons are also available at the Bookstore and Student Shop.

Trouble with a vending machine? Contact the Bookstore or Student Shop for remedy.

STUDENTS AND SOFTWARE

The Student License for **Office 2010 Professional** is available at the Bookstore for a great price. You must have Windows XP Service Pack 3 or later to install. Limit one per student—must show valid ID.

Anti-virus software: Students may go to www.baker.edu/computing to find a link to Kaspersky Anti-virus that may be purchased at a discount.

SURGICAL TECHNOLOGY APPLICATION PROCESS

The application process for the Surgical Technology Program Professional Track starts during week 5 of the spring term and ends week 10.

Application Packets are available in the academic office starting Monday, April 30, 2012 through Monday, June 4, 2012.

Student must present their student IDs and sign for the packet at that time. Applications are **ONLY** accepted from June 4th until June 8th, 2012 until 12 noon.

Application Packets contain all the information that the student needs regarding required information, where to submit the applications and the application deadline.

BOOKSTORE

TEXTBOOK SALES

Buy Winter Quarter books early, starting the tenth week of this quarter:

Mon., December 5, 8am-8:30pm

Tues.-Fri., December 6-9, 8am-6:30pm

Sat., December 10, 8:30am-1pm

Mon., December 12, 8am-6pm

Tues., December 13, 10am-6pm

Wed.-Thurs., December 14-15, 8am-6pm

Fri., December 16, 8am-5pm

Mon.-Wed., December 19-21, 8am-6pm

Thurs., December 22, 8am-5pm

Fri.-Mon., December 23-26, CLOSED

Tues.-Wed., December 27-28, 8am-6pm

Thurs., December 29, 8am-5pm

Fri.-Mon., Dec. 30-Jan 2, CLOSED

Tues., January 3, 8am-6pm

Wed.-Thurs., January 4-6, 8am-7pm

Fri., January 6, 8am-5pm

Sat., January 7, 9am-1pm

Students should also be aware that the following books should only be purchased new from the Bookstore due to hassle free Online Access: MTH 091 Basic College Math, MTH 098 Pre-algebra. The following classes also require access codes that are sold only bundled with new textbooks not sold separately from the textbooks: ENG 098—The Readers Handbook, the Writing Packet, INF 112, 113, 114, 141, and CIS 302a, 313.

CASH FOR BOOKS

Cash for Books is located in G Hallway

Six Days Only:

Mon-Fri, December 5-9, 10am-6:30pm

Saturday, December 10, 8:30am-1pm.

Books for these classes may be of little or no value:

INF 112, 113, 114, 141; MTH 091, 099E; CIS

302a, 313; ENG 098

If we are not buying your book, try the link on our website at

www.clintontownship.baker.edu/bookstore

Cash for Books Tips

Check with the Bookstore to make sure that you are not using the textbook again in an upcoming quarter for the second part of a class before selling.

Baker College officially recommends that students keep their textbooks. Students sell textbooks at their own

risk and will be responsible for replacing at full value any book that is used again in an upcoming quarter.

We reserve the right to refuse to buy back any book not in resalable condition. We do not buy back international editions of textbooks.


Any student caught attempting to sell books marked with library markings or tampered security tags may be subject to disciplinary measures as stated in the Baker College Student Handbook and books will be confiscated.

Stop by the Cash for Books for your chance to enter a free drawing to win one of thirty \$50 Bookstore gift cards. Winners will be drawn daily during the Cash for Books. Need not be present to win. Employees not eligible to win.

Rental Returns

Return Rentals Week 10 to Bookstore: To avoid penalties, you must return textbook rentals back to the Bookstore by Week 10, after your exams. There is a drop box outside the Bookstore for after hours returns. Be sure to fill out the form provided. Textbooks were rented for these Fall classes: HUS 101, MGT 211 and PSY 201a.

HOLIDAY SHOPPING

The Santa Shop 
located inside
the Bookstore
will be open
until Dec 10, 2011.
See us for your
holiday gift giving
needs.
On Behalf of the
Bookstore Staff, have
a safe and happy
holiday season!

TEXTBOOK POSTING ON WEB

In compliance with the Higher Education Act, Baker College will make a list of textbooks and supplies for classes in upcoming quarters available on the web starting the week of registration. This list is meant to help students understand the additional costs for classes so they can budget and schedule classes accordingly. Students should note that there is a disclaimer on the web page: the prices are estimates only and textbooks listed are subject to change without prior notice. Students using this information to purchase books elsewhere will need to deal with those vendors for refunds should textbook information change.

The "Required Books List" may be accessed from two different locations on the SOLAR STAR SYSTEM:

Academic Office Menu > Registration > Select an ACTIVE Campus/Quarter > ADD button (to add a course). Under the Course Title heading, all of the Course Titles are now links. Clicking on the link will bring up a separate window that displays a list of currently assigned books/materials for each section number, as well as, the bookstore where you can purchase the section's books/materials. The list will provide you with the book's title, publisher, ISBN, and new price.

OR go to Bookstore Menu > Required Books List. Select this item to view a list of required books for all classes at a selected degree level/campus/quarter. The list includes discipline/course, class title, section number, book title, ISBN, author, publisher, and price.

Prices and books are subject to change without notice. Additional items may be required. Sales tax and shipping charges may apply.

If you have questions or concerns, or need assistance, please contact the Helpdesk at helpdesk@baker.edu or 1-800-645-8350

FINANCIAL AID

ONLINE ALL THE TIME

Students must apply for Financial Aid every year to be awarded (grants and/or loans). For the 2011-2012 year link to the correct FAFSA website

WWW.FAFSA.GOV

If you do not have your PIN number or cannot remember it, you may request/retrieve it at WWW.PIN.ED.GOV

Students can check the status of their Financial Aid on line 24/7 which may eliminate the need to call/stop by the Financial Aid Office. If you have applied for Financial Aid for the 2011-2012 year, please review your information by logging into the Solar/Star System.

Go to: www.baker.edu

- (1) Select "SOLAR SYSTEM" at the top of the webpage
- (2) Log in using your Baker ID and Password*
- (3) Select "STAR SYSTEM" in the left-hand column of the webpage
- (4) Select "Financial Aid Office"
- (5) Select "Awards"
- (6) Select year from drop down box
- (7) Click "Continue"
- (8) Click link "View/Save/Print Financial Aid Awards"

Call the helpdesk at (810) 766.4060 or (800) 645-8530 for help with your Solar/Star account.

The Financial Aid Office is awarding files and certifying loans every day. Please check your account often for updates

LOAN REFUND INFORMATION



CELEBRATING
100
YEARS

1911-2011

In an effort to provide exemplary customer service to Baker College of Clinton Township students, an e-mail notification will be sent to each student when a loan refund is available (i.e. BakerOne Card, paper check).

Student loan refunds are typically available to students during weeks 3-10 of each quarter.

This date could vary depending on whether a student has completed Entrance Loan Counseling, a Direct Loan Master Promissory Note, maintained satisfactory attendance in current quarter classes, submitted all missing items, started the required minimum amount of six (6) credit hours for the current quarter and met the required delay for first-year, first-time borrowers.

Students are encouraged to communicate with creditors such as landlords, utility companies, etc., to request patience because a refund may be received at anytime during weeks 3-10 of the quarter.

BUSINESS OFFICE

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If you think you have excess funds from Pell Grant or student loans, make sure your BakerOneCard is activated.

Follow the instructions at www.BakerOneCard.com

BUSINESS OFFICE

FINAL EXAMS

Your tuition account should be paid in full. Any balance owed is now considered past due unless you have tuition reimbursement through your employer and signed a Deferred Tuition Agreement with the Business Office. Please see the Business Office to make payment as soon as possible.

Note: Any student with an unpaid balance at the end of the quarter may not be allowed to take final examinations.

BUSINESS OFFICE HOURS

The business office will have extended hours during weeks 9 and 10.

Week 9:

Monday 8 am -8:30 pm
Tues.-Thurs. 8am-6:30 pm
Friday 8am to 6:15 pm.

Week 10:

Monday 8am-8:30pm
Tues.-Fri. 8 am to 6:30 pm
Saturday 8:30 am-1pm.

TUITION REFUND POLICY

The tuition refund policy is based upon the **official notice date and enrollment period**. NOTE: ABSENTEEISM OR FAILURE TO BEGIN A CLASS DOES NOT REDUCE A STUDENT'S FINANCIAL OBLIGATION.

- **Official Notice Date**

The official notice date is the date the drop/withdrawal form is turned into the Academic Office, the postmarked date of the letter sent to the Academic Office, the date the fax was sent, the date the e-mail was sent, or the date of notice of withdrawal by the College. Refunds will be based on the date of official notice (see the Withdrawal from a Course section).

- **Percentage:**

100% Drop – If official notice date is before the first day of the enrollment period (not class start date).

100% Withdrawal – If official notice date is within the first seven days of the enrollment period (not class start date).

50% Withdrawal – If official notice date is after the first seven days of the enrollment period and before the Fifteenth day of the enrollment period.

NO REFUND – If official notice date is after the fourteenth day of the enrollment period.

- **Enrollment Period:**

Enrollment period is determined by the registered class.

On-ground classes: enrollment period begins on the Monday of the week that class begins.

On-line classes: enrollment period begins on the Thursday of the week that class begins.



BAKER COLLEGE IS GOING GREEN.
LOG ON TO WWW.BAKER.EDU TO ACCESS YOUR ACCOUNT AND VIEW YOUR INVOICES AND STATEMENTS. GO TO SOLAR SYSTEM, THEN CHOOSE STAR SYSTEM AND SELECT "BUSINESS OFFICE" AT THE TOP.

DEFERRED TUITION STUDENTS

Just a reminder to all students planning to use the Deferred Tuition Plan for the Winter 2012 quarter, please stop by the Business Office after you register for classes to make sure you have the following on file:

1. Signed deferred agreement
2. Current tuition reimbursement policy from your employer.

CLUBS

SURGICAL TECHNOLOGY CLUB

The Surg Tech Club is sponsoring "Warming the Heart from the Outside In" through December 2, 2011. This is a mitten and glove drive. The purpose is to help keep someone's hands warm. New, unused mittens and gloves will be donated to meet the needs of children and adults.



REGISTER FOR WINTER ASAP—CLASSES ARE FILLING UP QUICKLY!



SOCIAL STUDIES CLUB

Do you love all things history? If so, the Social Studies Club is waiting for you! The Baker College Social Studies Club is always looking for new members to join the ranks! The club meets the first Monday of every month in the student community room.

Each month the Social Studies Club holds special events or field trips that highlight different historic topics. Last month the Social Studies Club held a field trip to Greenfield Village in Dearborn. It was a huge success!

Other field trips are as follows:

- Sunday, December 11th, 2011, 1pm-4pm: Field trip to the Detroit Institute of Arts Museum – Detroit, MI. Fee- \$5 with Student ID.
- Monday, February 13th, 2012: Courthouse Tour – Mount Clemens, MI. Fee- Parking tolls (quarters only).



Also, the Social Studies Club will be holding a food drive during weeks 9 and 10. All donations will go to the Hope Center in Macomb County. Look for our flyers around the campus for more information about this charitable event.

For more information about the Social Studies Club, please see our bulletin board located in M hall. Hope to see you at our next meeting!

HUMAN RESOURCES AND MANAGEMENT CLUB

The Baker College Human Resources and Management Club would like to encourage all Business students to join our club and get involved in a student activity. To learn more about how the club can benefit you, please see our board and handouts next to the courtyard window in M hallway or come check us out.

All of our meetings take place Weeks 3 and 7 on Thursdays, from 4:30 – 5:30 pm in the Academic Office Boardroom. All of our meetings have guest speakers relevant to the business arena. You do not have to be a member to attend.

If you have any questions please feel free to attend our meetings or contact Beth LaValley at beth.lavalley@baker.edu. Membership fee is \$35 annually, which entitles you to a membership with our club, Society for Human Resource Management (SHRM), Human Resource Association of Greater Detroit (HRAGD), everything the organizations provide, 10% discount on clothing and gift items in the Baker bookstore and much more. Hope to see you there!

STUDENT NURSES ASSOCIATION

Did you know that 1.2 billion people on earth do not have access to clean drinking water? Approximately 5 million people die related to waterborne disease. Linda Gregory, the Presiding Secretary for Baker College SNA, decided to do something about this. After visiting Haiti, Linda became active in a group called "Poured-Out". This group provides water filters to families. Linda told the SNA about this ongoing problem, and they wanted to help. Through penny wars, the SNA raised \$302.26. Linda's church held a 5k run/walk and the SNA participated, which raised \$3000.00, allowing "Poured-Out" to purchase 30 water filters to provide clean drinking water for up to 300 individuals for ten years. For more information, please visit www.poured-out.org.